



**MINUTES OF THE REGULAR MEETING
OF THE
CIVIL SERVICE BOARD OF THE CITY OF ALAMEDA
WEDNESDAY, April 2, 2008**

1. The meeting was called to order at 5:07 p.m.
2. **ROLL CALL:** Board Members Michael Rich, Avonnet Peeler, Linda McHugh, Peter Horikoshi and Executive Secretary Karen Willis.

ABSENT: Roberto Rocha

STAFF PRESENT: Jill Kovacs, Senior Management Analyst, Chris Low, Senior Management Analyst, and Stacey Meier, Administrative Technician I, Human Resources.

OTHERS IN ATTENDANCE:

3. **MINUTES:** The minutes of the regular meeting of January 9, 2007 were presented for Board approval. Member Peeler moved to accept, Member McHugh seconded, and carried by a 4-0 vote.

4. **CONSENT CALENDAR:**

Member McHugh moved to accept the consent calendar, Member Peeler seconded and carried by a 4 -0 vote.

SUMMARY REPORT FOR EXAMINATION ELIGIBLE LISTS AND CLASSIFICATIONS FOR THE MONTHS OF JANUARY, FEBRUARY, MARCH 2008

4A. ELIGIBLE LIST ESTABLISHED	DATE ESTABLISHED	EXAM NO.
Journey Lineworker	1/31/2008	208-05
Junior Engineer	2/12/2008	207-68
Police Officer (Academy Grad/Attendee)	2/2/2008	208-07
Public Works Supervisor	2/11/2008	207-70
4B. ELIGIBLE LIST EXTENDED	DATE ESTABLISHED	EXAM NO.
Combination Building Inspector	8/22/2007	207-42
Division Chief	10/3/2007	207-16PR
Fire Apparatus Operator	9/20/2006	206-08PR
Fire Building Code Compliance Officer	3/12/2007	207-17
Intermediate Clerk	10/23/2007	207-50
Police Lieutenant	9/5/2007	207-51PR
Police Officer (Recruit)	3/5/2007	206-76
4C. ELIGIBLE LIST EXPIRED/CANCELLED/ EXHAUSTED	DATE ESTABLISHED	EXAM NO.
Assistant City Attorney II	12/19/2007	207-74PR
Development Coordinator	8/3/2007	207-32
Electrical Helper	9/13/2006	206-47
Executive Assistant	10/30/2007	207-49

Reconstruction Specialist II	7/12/2007	207-46PR
Senior Clerk	3/15/2007	207-06
Stock Clerk	2/28/2007	207-19
Supervising Librarian (Children's Services)	1/17/2007	206-49
Transportation Coordinator	1/5/2007	206-71

5. **REGULAR AGENDA ITEMS**

5-A Activity Report - Period of December 1, 2007 – February 29, 2008

Board Member Peeler asked if there is a new list for Firefighter since nine had been hired from the current list. Executive Secretary Willis stated that the current list has expired and the Fire Department will most likely send a request to fill more vacancies. She also stated that the department is fully staffed with Paramedics and can now recruit for Firefighter-EMT.

Board President Michael Rich asked whether any of the separations were for any specific cause. Executive Secretary Willis stated that they were both voluntary quits

Board President Rich stated that he knows of the City's budget problems and asked how many current vacancies there are. Executive Secretary Willis stated that she did not know without running a report but that most of the vacant positions are unfunded so quite a few would show up. Board President Rich stated that it looked like quite a few people had been hired in the last couple months and asked if those people would be let go in the event of layoffs. Executive Secretary Willis stated that the City is looking at offering Golden Handshakes or transfers to open positions. She explained that layoffs are a last resort, but that it depends on the position and wherecuts are needed.

5-B Reclassification – From Executive Assistant to Administrative Technician III

Board Member Peeler stated that she would like job descriptions from both positions in the future to be able to compare them. Executive Secretary Willis stated that in the future, job descriptions for both classes would be included in the Meeting packet. Board Member McHugh asked how long the incumbent had been performing the responsibilities of an Administrative Technician III. Jill Kovacs explained that her duties had evolved over time and that she had been performing payroll for the Fire Department, which is extremely complicated, and had been less and less available to support the Chief because of this. Board Member McHugh asked why we are just now seeing the reclassification if she has been doing the job duties since September of 2006. Jill Kovacs explained that she was given acting pay compensation and that the department didn't want to reclassify her permanently until they were sure of the organization structure. Executive Secretary Willis reminded the Board of the recent issue with a previous reclassification, and that there had been a question as to when it is a reclassification and when the position is opened for promotional recruitment. She explained that a promotional recruitment allows all current employees to apply and gives everyone an opportunity, whereas a reclassification is for a specific individual when they are the only one qualified to do the job. She stated that a person must have been doing the job for one year to qualify for the reclassification.

Member McHugh moved to accept the reclassification, Member Peeler seconded and carried by a 4-0 vote.

5-C Request to Amend Civil Service Rules- Article VII, Section I. Eligible Lists

Member Peeler asked if the rule change would apply to both formal and informal training and stated that the either/or implies that there is another category. Executive Secretary Willis stated that they only had two positions in mind, Police Officer Recruit and Apprentice Lineworker, and wanted to cover both. Member McHugh stated that she is ok with the way the change is written but requested a list or reference to specific positions in the rules.

The Board approved the change with the understanding that the Rules would be modified to read "...who successfully completes a City sponsored police academy or apprenticeship program...". Board Member Peeler moved to amend the Rules, Member Horikoshi seconded and carried by a 40 vote.

5-D Rules Review- Language

Executive Secretary Willis presented the Board with Article 1, Section 2 of the Civil Service Rules which showed all changes that had been made. She stated that she had spoken with the City Attorney and that her response was that "equal opportunity" was broader than "affirmative action", however she has not had the chance to put it in writing. Board President Rich stated that Affirmative Action isn't illegal, and that he feared that people would think that the City is getting rid of its Affirmative Action program. Board Member Horikoshi argued that Affirmative Action programs of any kind are prohibited by State Law. Board President Rich stated that if you tailor it correctly it would not be illegal and that other agencies have them. He stated that he is hesitant to get rid of it without a letter from the City Attorney, and asked Executive Secretary Willis to write a letter from staff explaining why it is being removed from the Rules. Executive Secretary Willis stated that the City recruits as broadly as possible and places ads in publications that target specific groups such as Public Safety job fairs. Board Member Horikoshi stated that he would like the "affirmative action" language to be removed from the Rules. He explained that he doesn't want people to get the wrong idea that the City has an Affirmative Action program. After some discussion Board President Michael Rich moved to accept the modification to the Rules with the exception that the words "affirmative action" is left in, Member McHugh seconded and carried by a 4-0 vote.

Executive Secretary Willis presented the Board with the Civil Service Ordinance for their review. She stated that due to past discussion the subpoena wording had been left in Section 9. She explained that the Ordinance would be placed on the agenda for the next City Council meeting and that it has to go before Council twice, once to notice them and the second time for Public hearing.

Board Member Peeler stated that she would like to propose replacing "handicap" with "disability". Executive Secretary Willis stated that the Ordinance would then have to go on the Civil Service Agenda again to make the change.

Board Member Horikoshi asked what the difference between "permanent" and "regular" was when referring to employees. Executive Secretary Willis explained that employees are hired under the Civil Service process but do not have Civil Service rights until after they have completed the probationary period. They then become "regular employees".

6. **ORAL COMMUNICATIONS, NON-AGENDA (PUBLIC COMMENT)**

(None)

7. **CIVIL SERVICE BOARD COMMUNICATIONS (COMMUNICATIONS FROM BOARD)**

Board Member Horikoshi stated that he had received a letter from former part-time employee John Shaterian regarding his termination as mail carrier as well as the electric vehicles. Board President Michael Rich shared that he called Mr. Shaterian and explained to him that because he was a part-time employee he wasn't covered under the Civil Service Rules. Mr. Shaterian said that he would think about coming back to work for the City if he was allowed to drive the car. He stated that he was concerned about driving the electric vehicles because of the safety or lack thereof. Executive Secretary Willis stated that the department has since hired someone new but that they would consider rehiring Mr. Shaterian if he wanted to come back.

Board Member Peter Horikoshi inquired as to how tough the Cities budget situation is currently. Executive Secretary Willis stated that the City is in a 4 million dollar shortfall, but is working on resolving that shortfall. She also shared that the City is looking at a 5-7 million dollar shortfall in the next fiscal year. She stated that the City is not getting as much in the way of revenues as they had hoped transfer

taxes because of the current mortgage crisis, retail downfalls, etc. She also shared that the 8% reduction in budgets could impact staffing but that the City is currently looking at other options.

8. **CIVIL SERVICE BOARD COMMUNICATIONS (COMMUNICATIONS FROM STAFF)**

Executive Secretary Willis presented the Board with a letter from the City Attorney regarding Housing Authority employees and the fact that they would be covered under the Civil Service Rules and that the City would in fact honor this.

9. There being no further business to come before the Board, the meeting was adjourned at 6:20 p.m.

Respectfully submitted,

Karen Willis
Human Resources Director &
Executive Secretary to the Civil Service Board